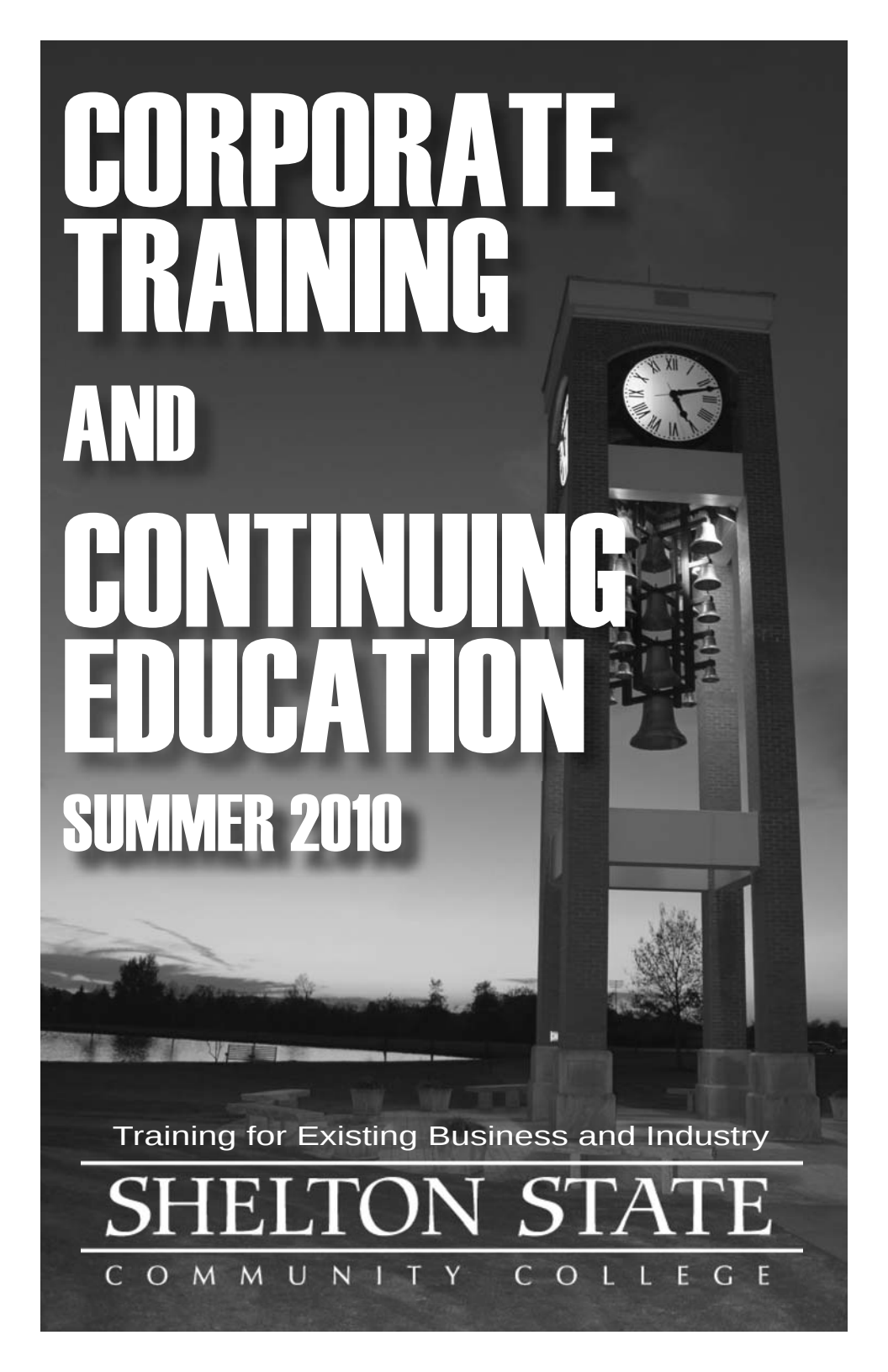




CORPORATE TRAINING

AND

CONTINUING EDUCATION

SUMMER 2010

Training for Existing Business and Industry

SHELTON STATE

C O M M U N I T Y C O L L E G E

CORPORATE TRAINING AND CONTINUING EDUCATION

**FOR NEW CLASSES OR POSSIBLE CHANGES, PLEASE CALL
205.391.2386**

OR VISIT OUR WEB SITE, www.sheltonstate.edu.

**Go to WORKFORCE OPPORTUNITIES and click on the drop down menu for
SKILL TRAINING AND PROFESSIONAL DEVELOPMENT.**

CORPORATE CUSTOMIZED TRAINING

Training for Existing Business and Industry (TEBI) offers group rates on the training programs listed in the current schedule. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet the particular company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace. Current customized training programs include the following:

- AC/DC Fundamentals
- Computer Applications
- Customer Service
- Forklift Safety
- Industrial Environmental Controls
- Industrial Hydraulics and Pneumatics
- Industrial Maintenance
- Industrial Maintenance Technology
- Industrial Motors
- Industrial Pumps and Piping Systems
- Industrial Safety and Maintenance
- Industrial Wiring
- Leadership & Supervision
- Precision Machining
- Precision Measurements & Technical Drawing
- Preventive Maintenance
- Programmable Logic Controllers
- Statistical Process Control
- Welding

- Welding and Cutting
- Workplace Spanish
- AND MORE

CONTINUING EDUCATION SKILLS TRAINING & PROFESSIONAL DEVELOPMENT

Skills Training classes are all job specific and job preparatory with most courses lasting three months or less. Certificates are awarded at the completion of courses that include training in computers, Microsoft applications, truck driving, and more. Many of the classes do not require a high school diploma or a GED. Professional Development programs offer Continuing Education units (CEU) upon successful completion of a course. For every 10 hours of participation, a student receives one CEU. The units are recorded on the college transcript, and a certificate is provided at the conclusion of each course in which CEUs are earned.

CONSTRUCTION & INDUSTRIAL SKILLS

FORKLIFT OPERATOR SAFETY TRAINING

A training seminar lasting approximately eight hours consists of (1) an up-to-date safety video complete with handbooks, (2) a review of each section covered in the handbook, (3) a written

test, and (4) an actual hands-on demonstration conducted onsite at the business location. All employees completing the seminar will receive a certificate and operator's license. For more information, contact 205.391.2434.

T, June 1 7:30 a.m.-4:00 p.m.
1 session Cost: \$150

2003 ICC PLUMBING CODE COURSE FOR THE JOURNEYMAN & MASTER EXAM

Alabama has a growing need for Journeyman Plumbers. The ICC Plumbing Code course is 24 hours of classroom instruction, taught by an experienced master plumber, to prepare for the Journeyman or Master Plumber exam. The course covers the information in the "2003 Plumbing Code" book, including how to use tables and how to properly install a plumbing system per code. For more information, contact 205.391.2434.

T/Th 6-8:00 p.m.
12 sessions
Date: TBA Cost: \$150 (excluding book)

COMPUTER TECHNOLOGY

OFFICE SYSTEMS TECHNOLOGY

This course is intended to provide an in-depth introduction to Office 2007. Some knowledge of Windows XP is helpful (keyboarding or typing), and no mathematics beyond the high school freshman level is required. The objectives of this course are to teach the fundamentals of Microsoft Office 2007 which includes Word, Excel, Access, PowerPoint, Outlook, and QuickBooks; expose students to practical examples of the computer as a useful tool by using a project-oriented approach that allows learning by doing; and acquaint students with the proper procedures to create documents, spread sheets, databases, and presentations suitable for coursework, professional purposes, and personal use. Text: "Microsoft Office 2007: Introductory Concepts and Techniques, Windows XP Edition"

For more information, contact 205.391.2386.

WIA APPROVED

June 8-Oct. 14	19 weeks	20 CEU
T/W/Th	6-9:35 p.m.	TBI 212-50
Fredd 118	\$1680	

KEYBOARDING

Alphabetic keys, numbers, and common symbols will be covered in exercises to teach the entire keyboard with speed and accuracy recorded. Please bring one 3.5 inch high-density disk and a pencil. For more information, contact 205.391.2386.

Th	6-9:15 p.m.	Martin 2261
6 sessions	1.8 CEU	
June 24-July 29	\$165	TBI 210-50

INTRO TO COMPUTERS & WINDOWS

Prerequisites: Keyboarding. Topics included in this basic course are the computer components and their usage, an overview of computer software and uses, the basics of Windows communication, launching an application program, exploring the Windows desktop, disk organization and menus, getting online help, managing files and folders, and windows explorer. Text: "Microsoft Windows XP Introductory Concepts & Techniques, Service Pack" by Shelly, Cashman & Forsythe. Please bring one 3.5 inch high density disk. For more information, contact 205.391.2386.

W	6-9:15 p.m.	Martin 1353
7 sessions	2.1 CEU	
June 9-July 21	\$165	TBI 211-50

INTRO TO MICROSOFT EXCEL 2007

Prerequisites: Basic computer and Windows. Learn about Excel's menu selection, cursor movement, data types, cell addressing, and help options to build a simple spreadsheet. Edit data, formulas, functions, formatting, Web queries, the use of the handy AutoFormat feature to format data, and linking a worksheet to a word document will also be included. Text: "Microsoft Office Excel 2007, Comprehensive Techniques, CourseCard Edition" by Shelly, Cashman, & Quasney. Please bring one 3.5 inch high density disk.

T	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
June 17-July 22	\$165	TBI 203-50

INTRO TO MICROSOFT OFFICE WORD 2007

Prerequisites: Keyboarding and Windows

Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; fonts, character, and paragraph settings; move/copy; search/replace; spell; thesaurus and grammar check; glossaries and macros; document merge; tabs and indents; headers and footers; page numbering; document views; selecting text; scroll bars; pagination; and shortcut keys. Text: "Microsoft Office Word 2007: Illustrated Complete, CourseCard Edition" by Jennifer Duffy and Carol M. Cram. Please bring one 3.5 inch high density disk. For more information, contact 205.391.2386.

W	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
June 16-July 21	\$165	TBI 202-50

INTRO TO QUICKBOOKS PRO 2009

Prerequisites: Basic computer and Windows

This course offers a checkbook format for computerized accounting. Included in the training will be instruction regarding establishing accounts; creating company lists for jobs, employees, and vendors; customizing fields; establishing product inventory records, ordering, receiving, and paying for inventory; tracking and paying sales tax; doing payroll with QuickBooks; and time tracking and job costing. Text: "QuickBooks 2009 Student Guide" by A.L. Craig.

T	6-8:00 p.m.	Martin 1353
6 sessions	1.2 CEU	
June 8-July 23	\$165	TBI 200-50

INTRO TO WEB PAGE DESIGN

Prerequisites: Windows, Word, Internet

This is a hands on course teaching the creation, production, and linking of WWW pages; designing and writing HTML documents (Hypertext Markup Language); and adding images, sounds, and videos to Web presentations. Please bring a box of 3.5 inch

high density disks. For more information, contact 205.391.2386.

TBA	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
Dates: TBA	\$165	TBI 201-50

INTRO TO MICROSOFT ACCESS

Prerequisites: Basic computer and Windows

This course involves creating, editing, and modifying tables as well as setting field properties and manipulating records. Learn to set queries both from the design view and query wizard, set criteria to view subsets of data, design forms to ease data entry, and produce polished reports from existing data. Enhance forms and reports for a professional appearance. Text: "Microsoft Office Access 2007: Complete Concepts and Techniques CourseCard Edition" by Shelly, Cashman, & Pratt. Please bring a 3.5 inch high density disk. For more information, contact 205.391.2386.

TBA	6-9:15 p.m.	Martin 1353
6 sessions	1.8 CEU	
Dates: TBA	\$165	TBI 204-50

ONE DAY COMPUTER WORKSHOPS

TBI 203-02	MS Excel Level I	Cost: \$105
TBI 203-03	MS Excel Level II	Cost: \$105
TBI 201-01	PowerPoint Level I	Cost: \$105
TBI 201-02	PowerPoint Level II	Cost: \$105
TBI 204-01	MS Access Level I	Cost: \$105
TBI 204-02	MS Access Level II	Cost: \$105
TBI 205-01	MS Office Conversion 2003 to 2007	Cost: \$ 95
TBI 206-01	MS Word and OneNote	Cost: \$105
Th	9:00 a.m.-4:00 p.m.	
Martin 1353	.6 CEU	
Date: TBA		

For more information, contact 205.391.2386.

TESTING SERVICES

WORKKEYS® FOR PARAPROFESSIONALS

Must register by noon Tuesday before the test. Contact 205.391.2434.

Wed.	9:00 a.m.-noon	\$50	Martin 1353
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Dates: June 2, July 7, Aug. 4, Sept. 1, Oct. 6,
Nov. 3, Dec. 1



WORKKEYS® FOR THE CAREER READINESS CERTIFICATE

Must register by noon the Tuesday before the test. Alabama's Career Readiness Certificate serves as a common language between employers, job seekers, and educators. It is a portable skills credential assuring employers that a job applicant has the basic skills the employer seeks. The Career Readiness Certificate (CRC) is an assessment-based credential based on ACT's WorkKeys® that gives employers and career seekers a uniform measure of key workplace skills. For more information, please visit careerreadyalabama.com. To register for the CRC WorkKeys assessment, call 205.391.2434.

Wed. 9:00 a.m.-noon Martin 1353
Dates: June 2, July 7, Aug. 4, Sept. 1, Oct. 6,
Nov. 3, Dec. 1

WORKKEYS® FOR GRADUATING TECHNICAL STUDENTS

Registration must be submitted by noon prior to the test date. See instructor or contact Margie Falls, 205.391.2434, for registration form.

Tues., July 27, 9:00 a.m. - noon

Wed., July 28, 4-7:00 p.m.

Thurs., July 29, 9:00 a.m.-noon or 4-7:00 p.m.

WELDING CERTIFICATION & TESTING

Shelton State Community College offers various courses and certifications for welders. Testing is conducted each Friday morning between the hours of 7-10:00 a.m. For more information or to set up a certification test, call 205.391.2434.



MICROSOFT OFFICE SPECIALIST CERTIFICATION TESTING

Microsoft® Office Specialist is the premier certification program for demonstrating desktop productivity skills in Microsoft Office business programs such as

Microsoft Word

Microsoft Excel

Microsoft PowerPoint®

Microsoft Outlook®

Microsoft Access

Microsoft Project

The Microsoft Office Specialist certification program empowers professionals with the skills they need in today's most commonly used desktop programs while providing employers with verified proof of employee knowledge and capabilities. For more information, contact 205.391.2386.

CAREERS

INTRODUCTION TO ArcGIS

The geospatial job sector goes above Google Earth and GPS navigation systems into a high growth, high demand skill set applicable to any industry imaginable. Whether interested in business, education, defense, engineering, government, safety, natural resources, utilities or beyond, study the basic design of a Geographic Information System and learn to collect, analyze, and display geospatial data. Enroll in Introduction to ArcGIS and gain classroom-to-career skills that public and private businesses use to conserve resources, increase productivity, manage assets, and analyze data for decision making. No prior GIS experience is necessary but knowledge of Microsoft Windows is required. For more information, contact 205.391.2434. Date and Time: TBA

TRUCK DRIVER TRAINING

This is an eight-week program offered through Continuing Education. Upon successful completion of the program's course and passing the DOT written examination, the student will receive an operator's license and a certificate of completion from Shelton State Community College. For more information contact, 205.391.2386. WIA and VA approved

M-F	7:30 a.m.-3:30 p.m.	
June 4-Aug. 13	\$1,500	TBI 225-01

SPECIAL EVENTS PLANNING 101

Looking for a great new career coordinating special events? This course is designed to provide an overview of the event planning process and insight to the event planning industry. You will learn how special events play an important part of an organization's promotion package, and you will develop the skills, tools, resources, and techniques necessary to create a successful event. Learn proven techniques from a master event planner. Text: "The Complete Guide to Successful Event Planning" by Shannon Kilkenny. For more information contact, 250.391.2386.

T	6-8:00 p.m.	
12 sessions	2.4 CEU	
June 8-Aug. 24	\$200	TBI 105-50

**PROFESSIONAL
DEVELOPMENT**

SPANISH IN THE WORKPLACE

The "Spanish in the Workplace" series is designed to help remove language barriers in the workplace. From bankers, builders, emergency techs to nurses, police officers, and teachers, customized and job specific Spanish training is available. Each course promotes natural language acquisition through the use of non-traditional training techniques including

music, role-playing, and games. No prior knowledge of Spanish is required. For more information, contact 205.391.2386.

REAL ESTATE PRINCIPLES

This is an introductory real estate course that will prepare participants to take the Alabama Real Estate test to become a licensed realtor. The course will provide the necessary terminology, background, and understanding of real estate principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale. Text: "Modern Real Estate Practice, Edition 17" by Galaty, Allway & Kyle and "The State of Alabama, Real Estate Commission License Law, Revised 2009." Class will not be held July 5. For more information, contact 205.391.2386.

M/Th	6-9:45 p.m.	Martin 2154
20 sessions	6 CEU	
June 7-Aug. 12	\$360	TBI 104-50

REAL ESTATE CEs

RISK MANAGEMENT

Textbook: "Risk Management: That Delicate Balance" by Jim Lawrence is required and not included in tuition price.

W	6-9:15 p.m.	Martin 2154
3 contact hours	.3 CEU	
June 16, July 7, or Aug. 4	Cost: \$40	TBI 131-50

LICENSE LAW

W	6-9:00 p.m.	Martin 2154
3 contact hours	.3 CEU	
June 23, July 14, or Aug. 11	\$40	TBI 128-50

CONTRACTS

W	6-9:15 p.m.	Martin 2154
3 contact hours	.3 CEU	
June 30, July 21, or Aug. 18	\$40	TBI 132-50

FAIR HOUSING

Day: TBA	Time: TBA	Martin 2154
3 contact hours	.3 CEU	
	\$40	TBI 130-50

ETHICS

Day: TBA	Time: TBA	Martin 2154
3 contact hours	.3 CEU	
	\$40	TBI 133-50

HORTICULTURE & PEST MANAGEMENT TURFGRASS MANAGEMENT

TBI 117-50 TBA

TBI 115-50 TBA

For more information, contact 205.391.2386.

FORESTRY

TBI 121-01 TBA

For more information, contact 205.391.2386.

HEATING & AIR CONDITIONING

TBI 151-50 thru TBI 155-50

Date, Time & Location TBA

Introduction to Microsoft Excel

Heat Pump Training

Gas Furnace Training

Load Program Manual J

Customer Relations, How to Run a Business,
and Management Classes

For more information, contact 205.391.2386.

CERTIFIED PUBLIC ACCOUNTANTS

Quickbooks 2009 for CPAs

Introduction to Microsoft Excel

Intermediate Microsoft Excel

Advanced Excel

Estate Planning Update Course

Service Marketing

Enhancing Employee Performance

For more information, contact 205.391.2386.

TBI 161-50 thru TBI 167-50

Date, Time & Location TBA

READY TO WORK™

Alabama's Ready to Work™ Training Program provides a career pathway for adults with limited education and employment experience. Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports. Ready to Work is operated through Alabama's Adult Education Program in cooperation with the AIDT. Clients admitted to the program must be at least 16 years of age, possess a high school diploma or GED equivalency, and score the appropriate levels on the Test for Adult Basic Education (TABE). Essential requirements for successful completion include: attendance and punctuality rate of 95 percent; instructor certification of satisfactory achievement of work ethic, organizational skills, and appropriate attitude and motivation; instructor certification of satisfactory achievement of problem solving skills, workplace behaviors, computer skills, and job acquisition skills; instructor certification of satisfactory achievement of manufacturing skills; attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information; performance at the tenth-grade level or above upon completion as verified by TABE; and, a minimum score of 70 percent on the written Alabama Certified Worker Examination.

Successful completion results in the award of an Alabama Certified Worker Certificate and a state career readiness credential. For more information, contact 205.391.2482.



HEALTH CARE

NURSING

*Approved by Shelton State Community College
ABNP0101, Expiration date 04/01/2013.*

SPANISH FOR HEALTH CARE PROFESSIONALS

This program will enable nurses and other hospital staff to communicate in a simple, effective manner with Hispanic patients and their families.

Day: TBA	Time: TBA	Room: TBA
8 sessions	1.2 CEU	
	\$165	TBI 149-50

ALABAMA DEPARTMENT OF PUBLIC HEALTH WEB CASTS

Contact 205.391.2386 for up-to-date listings of the Alabama Department of Public Health Satellite Conferences. Contact hours depend on length of webcast.

HEALTH ASSESSMENTS K - 12

TBI 135-01 Date, Time & Location TBA
6 contact hours

DEFENDING THE ADOLESCENT BRAIN

TBI 140-01 Date, Time & Location TBA
1.5 contact hours

DEPRESSION IN THE ELDERLY

TBI 146-01 Date, Time & Location TBA
2 contact hours

ALABAMA COUNCIL OF PRACTICAL NURSE EDUCATORS

TBI 139-01 Date, Time & Location TBA
1 contact hour

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT

TBI 142-01 Date, Time & Location TBA
4 contact hours

CHILDHOOD OBESITY

TBI 145-01 Date, Time & Location TBA
2 contact hours

GROWTH & DEVELOPMENT

TBI 141-01 Date, Time & Location TBA
1.5 contact hours

DISASTER: MENTAL HEALTH REALITIES & CHALLENGES

TBI 137-01 Date, Time & Location TBA
2 contact hours

COMING FALL 2010

ENTREPRENEURSHIP

Build your own business and be your own boss. The Entrepreneurship Program brings together a variety of resources to enable the entrepreneur to acquire the practical skills they need to build their own business. For more information, contact 205.391.2386. See fall schedule for days and dates. WIA APPROVED

T	6-9:00 p.m.	
8 sessions	2.4 CEU	TBI 125-50
Dates: TBA		

PHARMACY TECHNICIAN PROGRAM

This comprehensive 50-hour course will prepare students to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. Technicians work in hospitals, home infusion pharmacies, community pharmacies, and other health care settings working under the supervision of a registered pharmacist. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, and billing and reimbursement. See fall schedule for days and dates. WIA APPROVED

PHLEBOTOMY TECHNICIAN PROGRAM

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work includes terminology,

anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. See fall schedule for days and dates. WIA APPROVED

MEDICAL BILLING AND CODING PROGRAM

This combined 70-hour billing and coding course offers the skills needed to solve insurance billing problems, how to manually file claims (using the CPT and ICD-9 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation and Management); specialty fields (such as surgery, radiology and laboratory); ICD-9 (Introduction and Guidelines); and basic claims processes for medical insurance and third party reimbursements. Students will learn how to find the service and codes using manuals (CPT, ICD-9 and HCPCS). After obtaining the practical work experience (6 months to 2 years), students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams. See fall schedule for days and dates. WIA APPROVED

DENTAL ASSISTING PROGRAM

The 60-hour Dental Assisting Program prepares students for entry level positions in one of the fastest growing health care positions, dental assisting. The purpose of this course is to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers the following key areas and topics related to dental assisting: Administrative aspects include the history of

dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, and policies and guidelines. Clinical aspects include introduction to oral anatomy, dental operator, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program. There is no state or national certification objective with this course. For more information, contact mfalls@sheltonstate.edu or 205.391.2434. See fall schedule for days and dates. WIA APPROVED

E-LEARNING



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Computer Skills
for the Workplace**



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from the
comfort of
home!**

> Instructor-Facilitated Online Learning

Courses available in these popular categories

Accounting

Learn basic skills in bookkeeping, financial reporting & more

Business Administration & Management

A wide array of courses for your development

Multimedia

Design web sites, make movies, discover digital photography, and more

Writing & Publishing

Effective techniques to accomplish correct procedures for every type of communication

Computer Applications

A variety of MS window programs + Outlook

Personal Development

Over 20 courses to help you become knowledgeable in a variety of topics. Start today.

Each six-week class is composed of 12 lessons, followed by a final exam and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links and more.

For more information call

205.391.2386

For complete listing of online classes, course outline, requirements, and registration, Visit our website at:

www.ed2go.com/shelton

REQUIREMENTS FOR REGISTRATION

A high school diploma or the equivalent is required for participation in some courses.

PAYMENT INFORMATION

Payment may be made by check, cash, or credit card through the Cashiers' Office on the Martin Campus. For your convenience, credit card payments may be made by phone by calling the Cashiers' Office at 205.391.5831. Checks or money orders should be made payable to SSCC.

REGISTRATION OPTIONS

1) Fax a completed registration form or purchase order number with billing information to 205.391.5868.

2) Call 205.391.2386.

3) Mail the completed registration form with a check or money order to Shelton State Community College, Box 270, 9500 Old Greensboro Road, Tuscaloosa, AL 35405.

4) Bring the completed registration form to the office of Training for Existing Business and Industry & Continuing Education, Martin Campus, Room 1366. Office hours are Monday-Thursday, 7:30 a.m.-6:00 p.m., and Friday, 8:00 a.m.-noon.

Payment should be made through the Cashiers' Office. For more information visit the Shelton State Community College Web site, www.sheltonstate.edu. Go to TEBI/CE Schedule from the main menu.

CONFIRMATION: A written confirmation will be mailed prior to the first class meeting unless time does not allow. Information will include the date, time, location of the course, and a map.

CANCELLATIONS AND REFUNDS:

Non-Credit Refund Policy

To withdraw from a class, a student must contact Training for Existing Business and Industry/Continuing Education at 205.391.2386. In order to receive a 100 percent refund, students must withdraw before the first day of class. A 100 percent refund will be given to those students who withdraw before the deadline minus a 5 percent administrative processing fee. Failure to attend the program does not constitute cancellation. All registrations will be refunded in full for class cancellations due to insufficient enrollment.

DATES OF SCHOOL CLOSING:

Classes will be held as scheduled June 4 through Aug. 12. Shelton State Community College will not be open for classes on July 5.

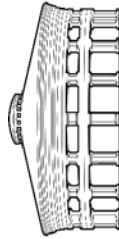
CONTINUING EDUCATION UNITS:

Continuing Education Units (CEUs) are a nationally recognized method for denoting non-credit Continuing Education participation and are available for many of the courses. One CEU is granted for each 10 contact hours of class participation. To qualify for the CEU, an individual must attend at least 90 percent of the course and display an understanding of the course content.

It is the official policy of the Alabama Department of Postsecondary Education, including all postsecondary institutions under the control of the Alabama State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate in Arts, Associate in Science, and the Associate in Applied Science degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404.679.4500 for questions about the accreditation of Shelton State Community College.

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SHELTON STATE
COMMUNITY COLLEGE

9500 Old Greensboro Road
Tuscaloosa AL 35405

Shelton State Community College

Are you ready to take the next step in your career?

Prepare for today's hottest careers from the comfort of your home or office!

The GIS Career Training Programs are comprehensive, affordable, self-paced and completely online! You can begin these programs at any time and learn when it fits your schedule. Once you have successfully completed all required coursework, you will receive a Certificate of Completion from a college or university of your choice.

All the tools that you need to learn are included in the registration fee and each course has an instructor available to answer questions and help you solve problems.

Program Features:

- Facilitators and mentors are available to answer questions and help you through your studies
- Career Counselors to help you prepare for the transition from the classroom to the workplace
- Courses are all open-enrollment and self-paced
- No additional charges - all materials, workbooks, and software are part of the course fee
- Payment plans are available

Programs are available in the following areas:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

Enroll Today!

All materials are included in the Program fees. Each course has an instructor assigned to answer student questions and solve student problems. To learn more, visit

www.sheltonstate.edu

You can also reach us by calling

205.391.2386